



HOME INVESTMENT PARTNERSHIPS ACT (HOME) PROGRAM REQUEST FOR PROPOSALS APPLICATION

SAN LUIS OBISPO COUNTY DEPARTMENT OF PLANNING AND BUILDING
976 OSOS STREET • ROOM 200 • SAN LUIS OBISPO • CALIFORNIA 93408 • (805) 781-5600

Promoting the Wise Use of Land • Helping to Build Great Communities

Organization Name: _____

(Attach additional sheets if necessary)

NOTES: Please review the HOME regulations and contact the County HOME program staff before completing this proposal. HOME regulations, under 24 CFR Part 92, are available at www.sloplanning.org under “HOME – Request for Proposals.”

Please review the HOME regulations and contact the HOME program staff before completing this proposal if you have questions. Applications can be mailed to: Tony Navarro, Planner III, Department of Planning and Building, 976 Osos Street, Room 300, San Luis Obispo, CA. 93408 or hand delivered to Tony Navarro at 1035 Palm Street, Room 370, San Luis Obispo, CA. faxed to (805) 781-5624, or e-mailed to tnavarro@co.slo.ca.us. **Applications will be accepted until close of business Monday, April 18, 2011. Hard copies of the original application must be PHYSICALLY received by 5:00 P.M. on April 18, 2011. Postmarked dated mail received after the deadline will not be accepted.**

The project/program proposal to the County of San Luis Obispo shall be examined in relation to the County’s community development goals and funding priorities as presented in the Urban County of San Luis Obispo 2010-2015 Consolidated Plan (ConPlan) available at www.sloplanning.org. The County of San Luis Obispo Department of Planning and Building (Planning) considers many tools to help make funding recommendations to the Board of Supervisors. Planning will use other information and sources including but are not limited to: the Board of Supervisors, recommendations from the Homeless Services Oversight Council, other participating jurisdictions of the Urban County of San Luis Obispo, identified needs that could be addressed by the grant funds, consistency with goals and priorities in the ConPlan and the Ten Year Plan to End Homelessness, working knowledge of the project and/or organization by Planning, and availability of limited funds, to help with the funding recommendations.

Additional submittal instructions and deadline information: Federal regulations require the County to obligate the \$536,000 by July 31, 2011. The County will place a high emphasis on the applicant’s ability to contractually obligate the funds by July 31, 2011, and if possible close escrow prior to the deadline. Planning will prepare a draft funding recommendation to the Board of Supervisors for the award of the HOME funds. To comply with the Urban County’s Citizen Participation Plan, Planning will release the draft funding recommendation at least 30-day prior to a public hearing. Approval of the award by the Board of Supervisors will be scheduled for a hearing in June or early July 2011.

HMIS Reporting for 2011 homeless services, housing and shelter - All homeless service providers applying for HOME funds to assist, house or shelter the homeless must identify and demonstrate its capacity to participate in the County of San Luis Obispo Homeless Management Information System (HMIS) to provide: personnel for data entry, user licensing, and hardware and software necessary for compatibility with HMIS. HMIS is an electronic data collection system that stores client level information about persons who access the homeless services system in a Continuum of Care, and reports aggregate data for the County as per the U.S. Department of Housing and Urban Development’s Data Standards found in http://www.hudhre.info/documents/FinalHMISDataStandards_March2010.pdf.

CONTACT INFORMATION

1. Name and mailing address of organization, with contact person, phone and fax numbers, and e-mail address:

Name:

Address (mailing and physical address requested if different):

Contact person/title

Phone:

Fax:

E-mail address:

Is the organization a Faith Based Organization? Yes ☐ No ☐

***Organization's DUNS number:** _____

2. Type of organization - public agency, nonprofit, for-profit, etc.:

PROJECT DESCRIPTION

3. Title/name/address and Assessors Parcel number of proposed project or activity:

4. Description of proposed project or activity: (Include the number of HOME assisted units and whether these units will be "floating" or "fixed" units.)

5. General category of HOME-eligible project:

- ☐ Homeownership – property acquisition
- ☐ Homeownership - development of new housing units
- ☐ Homeownership - acquisition of existing housing units
- ☐ Rental housing – property acquisition (existing units)
- ☐ Rental housing – property acquisition (vacant land)
- ☐ Rental housing - development of new rental housing (includes group homes)
- ☐ Rental housing - acquisition of existing rental housing (includes group homes)
- ☐ Rehabilitation of housing - rental or ownership (includes conversions)
- ☐ Tenant-based rental assistance

6. Location of proposed project or activity: (Check one or more the following areas and include a project location map of the subject property, if applicable).

- | | |
|--|--|
| <input type="checkbox"/> City of Arroyo Grande | <input type="checkbox"/> City of Atascadero |
| <input type="checkbox"/> City of Grover Beach | <input type="checkbox"/> City of Paso Robles |
| <input type="checkbox"/> City of San Luis Obispo | <input type="checkbox"/> County-wide |
| <input type="checkbox"/> Unincorporated community of _____ | |

7. What is the appraised value of the subject property? (Provide the most recent property appraisal):

8. Description of proposed project or activity, including schedule of milestones and description of how project will benefit the target population (identify the July 31, 2011 deadline in your schedule as a milestone):

9. **For property acquisitions, who has site control? Is there site control or a memo of understanding (MOU) between the property owner and the applicant for the acquisition of the proposed project site? If so, please provide this documentation. If not, please provide your project's status concerning site control or the agreement of an MOU, and submit a schedule its preparation.**

BENEFICIARY DATA

10. Persons the proposed activity is targeted to serve:

(Low-income households are eligible under the HOME program. **The County goal for the \$536,000 in HOME funds is to benefit extremely low-income households).**

a. Total number of low-income families (or persons) to benefit: (only low-income are eligible)

b. How many of them are very low-income:

c. **How many are extremely low-income:**

FINANCIAL INFORMATION – SOURCES AND USES

The budget should include all costs associated with the acquisition/development of the project regardless of the funding sources. The budget line items may include, but should not be limited to: construction "hard" costs, soft costs (architectural, engineering, legal and appraisal fees), marketing costs, construction loan interest, developer fees, real estate taxes, insurance, all loan fees, building permits, relocation and consultant fees. Due to the limited period to obligate these funds, final financial information must be submitted. The County may require additional information soon after the submittal deadline.

11. What is the total amount of HOME funds requested? \$_____

12. HOME budget: (Review HOME regulations, then list major categories of proposed expenditures by eligible cost category - for example, “site acquisition,” “relocation,” “construction,” “home purchase financing”)

13. Identify the source and amount of any non-federal funding committed to the project which qualify as local match under the HOME regulations (25 percent of the amount of HOME funds requested):

- a. Commitment letters with all terms and conditions for all mortgages, grants, subordination agreements
- b. Bridge (interim) loans

I certify that the information in this application is true and accurate to the best of my knowledge and ability.

Signature

Date

Printed or typed name

Title

Note to applicant:

Reporting of beneficiary data on a quarterly and year-end basis is required for HUD purposes.

Prior to HUD’s release of grant conditions and/or funds for the HOME-funded project, a review of the project’s potential impact on the environment must be conducted by the awarding jurisdictions and approved by the County of San Luis Obispo **prior to obligating or incurring project costs**. The County must certify to HUD that it has complied with all applicable environmental procedures and requirements.

Should project costs be obligated or incurred prior to the completion of the necessary environmental review, the project **shall not** benefit from the federal funds. Environmental review requirements pursuant to 24 CFR Part 58 must be fully satisfied for any project selected for funding prior to the HOME Program issuing a Notice to Proceed for the project. The level of environmental review required depends on the nature of the project. 24 CFR Part 58 is available at www.hud.gov/offices/cpd/environmental/lawsandregs/regs.

The County will review all HOME applications to determine whether the proposed development costs are necessary and reasonable.

***If you are awarded HOME funds you must obtain a Dun and Bradstreet (DUNS) number that will be reported to HUD. If you currently do not have a DUNS number, please obtain and present your organization's DUNS number. Please contact Tony Navarro, (805) 781-5787, tnavarro@slo.co.ca.us for information on how to obtain a DUNS number.**

If you need assistance or have questions regarding this application, please contact Mr. Navarro.

COUNTY OF SAN LUIS OBISPO HOME SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM A

For HOME applications to the County of San Luis Obispo involving acquisition, construction or rehabilitation projects please provide the applicable project budget information.

Financial considerations are key in assessing a project's ability to be completed successfully and timely. Factors to be considered in this area include (a) availability and sufficiency of resources (including all non-HOME, federal, state, county or private funding sources, (b) the leveraging of resources, (c) fiscal support for the project for its continued viability and (d) the project budget's accuracy, reasonableness and completeness in determining the financial needs of the project.

Source of Funds. Provide for entire project and round to the nearest hundred dollars. Do NOT include operating costs, as this is not an eligible HOME costs for projects involving acquisition, construction or rehabilitation projects.

Description of Cost	Date Funds Available	Amount Requested	Approved - Secured	Total	% of Total Budge
HOME Funds: This Request					
Previous Award					
Previous Award					
CDBG Funds: This request					
Previous Award					
Other Federal Funds Source:					
State Funds Source:					
Private Funds:					
Private Funds:					
Private Funds:					
In-Kind Contributions: Labor					
In-Kind Contributions					
Other:					
Other:					
Other:					
Totals					100%

Comment on your entity's strategy and plans on the leveraging and sufficiency of resources to implement the proposed project. If project is not leveraged with other funds, explain why HOME funds are being relied on solely to fund the proposed project.

COUNTY OF SAN LUIS OBISPO HOME SUPPLEMENTAL BUDGET INFORMATION SHEET

BUDGET FORM B

Project Budget

Budget Form – Acquisition, Construction and Rehabilitation Project Preliminary Budget & Project Funding Requirements

Agency name: _____

Project: _____

Preliminary Budget: List all funding necessary to complete the proposed project.

Description of Cost	HOME Funds Requested	Other Funds Requested	Funds from Existing Programs	Total
Appraisals				
Advertising				
Acquisition				
Architectural, Planning and Engineering				
Construction Document Preparation				
Surveying				
Permitting				
Relocation				
Demolition and Removal				
Hazardous Materials Abatement				
Landscaping				
Rehabilitation				
Building Construction				
Inspection				
Project/Construction mgmt.				
Other				
Other				
Totals				

Budget must be specific and reflect the applicant's financial commitment, including items paid for by other sources. This includes in-kind contributions and volunteer labor. It should not include amounts of administration. Indicate the circumstances/consequences if partial funding is awarded for this project.

Authorization:

Authorized Signature for Project

Title

Date

Print name